



DEPARTMENT OF MATHEMATICS

Online College

Math 2413: Calculus I

CRN 10306 – Spring 2019 – F8B

4-hour lecture course / 64 hours per semester / 8 weeks

Course Dates: 3/18/2019 – 5/12/2019

Textbook: Calculus, 11th Edition, by Ron Larson & Bruce H. Edwards
ISBN-13: 978-1337275347

The WebAssign (WA) Class Key will be available on Eagle Online/Canvas on the first day of classes

Instructor: Dr. Jaime L. Hernandez

Instructor Contact Information: Email: jaime.hernandez@hccs.edu; phone: 713-718-7772

Learning Web Page: <http://learning.hccs.edu/faculty/jaime.hernandez>

Office location and office hours: Central Campus, SJAC Building, room 365; T, Th: 2 – 3:30 PM

Course Description:

MATH 2413 – Calculus I: An integrated study of differential calculus with analytic geometry that includes the study of limits and continuity of functions; definition of the derivative of a function and techniques of differentiation; the Chain Rule; the Mean Value Theorem; applications of the derivative to optimizing a function and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions; the Fundamental Theorem of Calculus; and applications to calculation of areas. (4 lecture hours).

Prerequisites:

MATH 2412 - Precalculus passed with a grade of C or better.

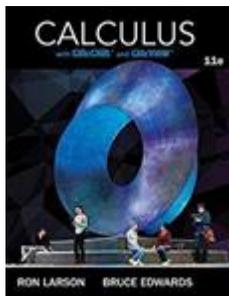
Textbook Options for Calculus, 11th Edition, by Ron Larson & Bruce H. Edwards

Loose-leaf Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1337604741

Hardbound Textbook + WebAssign Multi-Term Printed Access Card: Edwards ISBN-13: 978-1337604758

Hardbound Textbook: ISBN-13: 978-1337275347

WebAssign Multi-Term Printed Access Card: ISBN-13: 978-1285858265



Course Intent:

This course provides the background in mathematics for sciences, engineering, or further study in mathematics and its applications.

Audience:

This course is intended basically for students who are pursuing degrees in mathematical and physical sciences and engineering who are required by the nature of their respective curricula to enroll in Calculus. Students enrolled in other areas not requiring calculus may wish to take this course as an elective to broaden their mathematical background provided the necessary prerequisites have been met.

Course Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

1. Develop solutions for tangent and area problems using the concepts of limits, derivatives, and integrals.
2. Draw graphs of algebraic and transcendental functions considering limits, continuity, and differentiability at a point.
3. Determine whether a function is continuous and/or differentiable at a point using limits.
4. Use differentiation rules to differentiate algebraic and transcendental functions.
5. Identify appropriate calculus concepts and techniques to provide mathematical models of real-world situations and determine solutions to applied problems.
6. Evaluate definite integrals using the Fundamental Theorem of Calculus.
7. Articulate the relationship between derivatives and integrals using the Fundamental Theorem of Calculus.

Core Objectives:

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Course Format:

This course follows an online course format. Therefore, having a reliable and secure Internet connection and necessary electronic equipment is necessary and the student's responsibility. All learning resources and homework assignments will be viewed, done and submitted online. The student will receive all instruction online through a number of videos and slides, the textbook and a series of required assignments and optional, but recommended, practice quizzes on *WebAssign (WA)*, the online learning and assessment system that accompanies our textbook. You will find more information on *WA* further down on this document. **It is imperative that the student keeps up diligently with both Eagle Online and WA by viewing the class videos and slides, working on all the assignments and tests and completing them BEFORE their due date. It is the student's responsibility to keep up with the course pace and content, assuring comprehension, and to seek assistance when needed.**

Instructional Methods:

As an instructor, I want my students to be successful. It is my responsibility to expose you to a variety of experiences from which you will obtain knowledge concerning mathematical concepts contained in this course. Such exposure will prepare you to meet the math requirements in courses beyond this one that are needed for your career of choice.

As a student wanting to master the mathematical concepts contained in this course, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, watch the required slides and videos, attend class online by logging into the class site on *Eagle Online* and *WebAssign (WA)* regularly (at least five times per week), seek assistance when needed, and in general, enjoy the course content and learning experience.

On the first day of classes, log into our course's [Eagle Online](#) page, to find important course information about assignments, exams, course calendar, technical support, etc. To reach our course page on Eagle Online, go to <https://eagleonline.hccs.edu/login/ldap> using the browser Mozilla Firefox. Bookmark this link in your Firefox browser's bar for future use. Your Eagle Online username/password is the same as your Eagle ID, which is the User ID or W number that you were issued upon admission and the password you created for your HCC Email (issued upon enrollment through the Student System). Your Eagle ID is also used for logging into campus computers, AskOnline tutoring, printing on campus, etc. If you do not know your W number, you can look it up from the [Student System Sign In](#) page (see "Forgot My User ID"). For more information on your User ID or your HCC Email password see the [Eagle ID web page](#).

In our course page on Eagle Online, you will find a copy of this syllabus, a document containing the WA "class key" and specific instructions on setting up the account on WA. Deadlines for all assignments and exam dates are posted on WA. It is imperative to keep up with the course calendar. Remember, since there is no classroom or face-to-face interaction, it is essential that you take responsibility for your own learning, and keep up with the course content and timetable on your own initiative. Important announcements and upcoming events, such as testing dates, assignment due dates, etc., will be posted WA, so keep up with our course on WA, and the calendar there. Check the *Eagle Online* and WA course pages at least twice a week using the browser Mozilla Firefox.

As I will communicate with you via email, you must also keep up with email you receive in your HCC email account (the one ending in @hccs.edu) as well as in any other email address you provide when setting your WA account. It is best to use your HCC email account when setting up your WA account as well, so you get all your course email delivered to the same account. Remember, all emails the instructor sends from Eagle Online will go to your HCC email account. Check your email daily through the semester. The instructor will not be able to continuously remind you to do so. You will be responsible for missed work due to failing to check your email and logging into our course page on EO and WA frequently.

Two skills that have proved essential to succeed in college are to have good time management and organization skills. I cannot emphasize enough the importance of being organized and managing your time wisely, especially in an online class and even more when you are managing a diversity of other responsibilities, such as other courses, family, work, etc. Mathematics is not a spectator subject. It requires the investment of time, effort, discipline, energy, dedication, and practice. You must take responsibility for your own learning and your own education. You may set your own pace, but do NOT procrastinate!

Technical Compliance:

As this is an online class, it is necessary for you to have basic to moderate knowledge of handling a computer system and both its hardware and software, including downloading, installing and updating software programs (for which you must have administrator rights over the computer), and opening, creating and printing files of various kinds. You must also be knowledgeable of navigating the internet through different browsers, including fixing preferences and settings in those browsers, performing searches, opening links and web pages, downloading and saving files, etc.

You must also have an active HCC email account that you check daily. ALL instructor emails sent from Eagle Online will go to your HCC email address. Make sure that you provide your HCC email address when you set your account on WebAssign (WA). That way, all our course emails will go to the same account, namely your HCC email. Not having read an email will NOT constitute an excuse for not being informed. Emails sent from external servers such as gmail, yahoo, hotmail, aol, etc. will not get a reply. Therefore, use only your HCC student email account to email the instructor.

The student must also have **access to a computer with a safe, reliable internet connection**. Having access to such *reliable and secure* electronic equipment *and* Internet connection is imperative and it is the student's responsibility. You are welcome to use the computer labs that are located at each campus to work on the

homework assignments. HCCS has computer laboratories available to you at every campus and education center as well as in its libraries. These facilities have computers that you may use to work on the course. However, be aware that it is imperative that you have access to a personal computer over which you have administrator rights when working on online class assignments and exams. Such assessments may require the downloading and installation of certain software programs, and you will not be able to install those in HCCS computers, but in a computer over which you have administrator rights. Be aware that some of those necessary programs may not work in certain portable devices, such as smart phones, iPads, and tablets, so the use of an actual desktop or laptop computer will be required. **The loss of power, computer functionality or internet connection will NOT constitute an excuse for missing or not completing any required course work (exams, assignments, etc.).** **Reliable technical access and compliance is strictly the student's responsibility.** Remember: this is an online class. It is your responsibility to procure safe, reliable electronic access.

Be aware that the course page on Eagle Online and WA are best accessed by using the Mozilla Firefox browser. Eagle Online does not work as well with other browsers, so make sure you have the latest version of Firefox installed in the computer that you will be using to access Eagle Online, and to log into Eagle Online through the Firefox browser. To log into *Eagle Online*, just go to <https://eagleonline.hccs.edu/login/ldap>. Again, bookmark that page on your Mozilla Firefox browser for future use. Use that browser to access WA as well.

In case of technical difficulties, contact the appropriate site's technical support staff DIRECTLY. *If you're having difficulties with WA*, contact its technical support staff directly by clicking on the link [WA Student Support Services](#) or by calling 800-955-8275. *If you're having difficulties with Eagle Online*, then click on the following link to reach *EO* technical support: <http://www.hccs.edu/online/technical-support/>. **The instructor cannot help you with technical difficulties.** *The student will be responsible for lost or missed work due to noncompliance with these technical requirements and instructions. Failure to comply with these directives shall not constitute a valid excuse for missed course work or deadlines. It is the student's responsibility to be technical compliant and to promptly obtain assistance from appropriate sources to fix any and all technical difficulties.* Again, *if you are having ANY technical difficulties, please contact the technical support staff of the platform with which you are having such difficulties directly and immediately, not the instructor. The instructor CANNOT help with technical difficulties with Eagle Online/Canvas, WebAssign, or your electronic equipment.*

Course Content and Calendar:

APPROXIMATE TIME	TEXT REFERENCE
Prerequisites - Precalculus Review (2 hours or 0.5 week)	Sections: P.1, P.2, P.3
These sections provide an precalculus review including real numbers, the Cartesian coordinate plane, functions, graphing, modeling, and trigonometry.	
Unit I - Limits and Their Properties (10 hours or 1 week)	Sections: 1.1, 1.2, 1.3, 1.4, 1.5
This unit presents the concept of limits and how it relates to Calculus. The instructor should present the formal definitions of the limit and continuity and discuss the characteristics of a continuous function. Graphical and analytical methods of evaluating limits, including one-sided limits and limits at infinity should be emphasized as well.	

Unit II - Differentiation
(12 hours or 1.5 weeks)

Sections: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

This unit presents an introduction to differentiation. The instructor should emphasize the derivative and the tangent line problem, basic differentiation rules and rates of change, the product and quotient rules, higher-order derivatives, and the chain rule. This unit concludes with implicit differentiation and related rates.

Unit III - Applications of Differentiation
(18 hours or 2.5 weeks)

Sections: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9

This unit includes the various applications of differentiation. The instructor should emphasize extrema on an interval, Rolle's Theorem and the Mean Value Theorem, increasing and decreasing functions, the first derivative test, concavity and the second derivative test, limits at infinity, a summary of curve sketching, optimization problems, and Newton's Method. This unit concludes with differentials and linear approximations.

Unit IV - Integration
(14 hours or 1.5 weeks)

Sections: 4.1, 4.2, 4.3, 4.4, 4.5

This unit includes the basic concepts of integration. The instructor should emphasize antiderivatives and indefinite integration, area, Riemann Sums and definite integrals, the fundamental theorems of calculus, and integration by substitution.

Unit V – Logarithmic and Exponential Functions
(8 hours or 1 week)

Sections: 5.1, 5.2, 5.3, 5.4

This unit presents the concept of logarithms. The instructor should emphasize the natural logarithmic function with respect to differentiation and integration, inverse functions, exponential functions with respect to differentiation and integration

Homework Assignments:

All homework must be completed **online** using *WebAssign* (WA), the online learning and assessment system that accompanies the textbook. A handout with instructions on getting started and setting up an account on WA is provided in our course page on *Eagle Online*. To register and purchase access to *WebAssign*, go to www.webassign.net. You will need to purchase an access code for WA and you will need the "class key". The class key will be available on Eagle Online on the first day of class. Since *all online assignments and exams will be completed on WA*, having a WA account and enrolling in our WA course is a requirement. You can either purchase the textbook packaged with a WA access code at an HCC bookstore, or you may purchase WA access separately at an HCC bookstore or online at www.webassign.net or www.cengagebrain.com. The hard-copy of the textbook is NOT required, but WA is. You will have access to an electronic version of the entire textbook online (eBook) through WA, provided that you purchase WA access with the eBook included. Once again, purchasing the textbook is NOT required, but the course work, consisting in all homework assignments and exams, on WA is required. Make sure that you purchase, access and start working on the WA course **within the first two days of classes**. If you have not used WA before, first you need to create a WA account. Go to www.webassign.net, enter the class key, and follow the instructions to do so. If you have used WA before, then you already have a WA account. Do not create another one for this course. Simply go to www.webassign.net, enter the class key, and log in using the username and password of the account you already have. In either case, you will need to enter the class key to register in the course, so have it available. You will have access to the class

key on the first day of class. It will be posted on the Eagle Online course page. You may use WA for free for 14 days at the beginning of the class, but eventually you will be required to purchase an access code to use WA. If you have attempted this course at HCC using the same textbook edition that we currently use and you purchased a lifetime WA access code (LOE) for the book that time, you do **NOT** need to purchase another access code. Simply go to www.webassign.net, enter the class key, and log in with your username and password that you used before. A document with instructions on how to enroll in a course on WA is provided on EO. Look it up and follow the instructions there. In addition, there is a link to a short 5-minute video showing you how to create a WA account and how to enroll on a WA course on the instructor's Learning Web page at <http://learning.hccs.edu/faculty/jaime.hernandez>. The hard-copy of the textbook is NOT required, but access to WA is as all homework assignments and class exams will be found there. You may purchase access to an electronic version of the entire textbook online (e-book) through WA. You can only have one WA account in our course. Any student found having two or more WA subscriptions will have all, except one, deleted. *Only one WA account will be allowed per student.*

Access to the class on both EO and WA will be granted on the first official day of class. You will NOT be able to access the course page on EO or WA before the first official day of classes. Contact [WA Student Support](#) staff **directly** or call 800-955-8275 if you have any questions or difficulties setting up your account or using WA in the future. The instructor cannot assist you with ANY technical difficulties in this area.

Completion of the homework assignments is required, including the initial introductory assignments to WA and the review assignments. **The due date for homework assignments will be the same day as that for the exam where the corresponding sections are tested.** Before doing the homework for a section, be sure to watch the corresponding PowerPoint slides and lecture videos on WA, and read the section in the hardcopy or electronic textbook. Also included on WA are practice quizzes for each chapter and practice quizzes as well as self-tutorial modules for each section of the textbook. Although working on these is optional, it is highly recommended as practice before the exams. You may find all these audiovisual aids and practice tools on WA under the "Personal Study Plan" and the "Resources" sections on the course homepage on WA. When you purchase WA with the eBook, you may access to the entire book and also its chapter reviews, sample tests, exercises for extra practice, etc., right on WA. Learning aids and features available on WA, such as lecture videos, PowerPoint slides, practice tests, extra-practice exercises, etc., are all *optional*, but highly recommended. **The ONLY assessments on WA that are required for our course are the homework assignments and the exams.**

Term Exams:

There will be three timed term exams. Their dates will be as scheduled below. The exams will be about two hours in duration, and accessible online for a period of 24-48 hours on their scheduled dates. You must take them within their accessibility period. *You will get only one attempt for each exam. There will be no repeated attempts or time extensions.*

Keep up with course announcements on both Eagle Online AND WA and frequently check your HCC email account (the one ending on @student.hccs.edu). Make sure that you provide your HCC email to WA when you create that account to receive all emails to that same account. Before each test, you should study, read the textbook, watch the slides and videos, work on the homework assignments and the practice quizzes (available under the "Personal Study Plan" on WA on the same computer that you will be using to take your tests). In that way you can resolve any possible technical difficulties before the test. The course content will be distributed among the three term exams as follows:

- **Exam 1: On college algebra, precalculus review, and chapter 1; will be administered on **Thursday, March 28 – Saturday, March 30****
- **Exam 2: On chapters 2 and 3; will be administered on **Thursday, April 11 – Saturday, April 13****
- **Exam 3: On chapter 4 and sections 5.1-5.4; will be administered on **Sunday, May 5 – Tuesday, May 7****

The last day to withdraw this course is Monday, April 22.

Exam 2 above will be taken at a proctored HCC testing center. More information will be posted in our Eagle Online course page. If you reside outside of the Houston area, but within the United States, then you must take Exam 2 at an HCC-approved institutional proctored testing center during the same days as the rest of the class. The student will **not** be able to take the proctored Exam 2 at any location of his/her choice without being proctored, or using a remote or online proctoring system, such as ProctorU. Furthermore, the student will not be allowed to take any proctored exam outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the proctored exams (term exam 2 above and the final exam) required in this course.

Presentation of a photo ID upon arrival at the testing center is required for identification purposes. A *non-graphing* scientific calculator will be allowed, provided that it satisfies the calculator policy described below under “Calculator Policy”. The use of mobile phones or any other unauthorized electronic devices with communication or Internet access capabilities is strictly prohibited while taking the final exam. The student shall not bring any unauthorized electronic devices with communication or Internet access functions (such as mobile phones, smart phones, notebooks or tablets, laptop or palmtop computers, electronic translators or dictionaries, pagers, cameras, headsets, recorders, organizers, smart watches, etc.) with him/her to the testing center. Any student caught using any unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course. More information about the exam above that will be taken at a proctored testing center will be available at our class’ Eagle Online/Canvas page.

Specific dates for all term exams are posted above and on WA. Keep up with those dates. The instructor may not be able to remind you to do so. **Set your own personal calendars and electronic reminders in advance to remind you of those dates.** The loss of power, computer functionality or internet connection will NOT constitute an excuse for missing or not completing an exam. Technical access and compliance is strictly the student’s responsibility. Remember: this is an online class. It is your responsibility to keep up with the course pace, instructions, policies, due dates, and timetable in general, including the assignment deadlines and exam dates. Do NOT procrastinate. Doing so will NOT pay off. You will run out of time. Keep up with the course dates on WA. Please check your email and our course page on Eagle Online and WA frequently. Not doing so will not be an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.

To work on the first and third term exams, use a computer over which you have “administrator rights”, so that you may be able to download certain programs or software that may be needed to complete these exams. In such cases, you may have to use your own personal computer or lap top, so that you may be able to download any necessary programs or software BEFORE starting these exams. Be aware that some of those necessary programs may not work in certain portable devices such as smart phones, iPads, and tablets.

Graded Discussion Boards:

There will be **four (4)** discussion boards posted on the Eagle Online/Canvas course page. Participation on these boards will be required and graded at 7-8 points each for the student’s participation, up to 30 points. The topics of the discussion boards will be topics from the course content. The student must post his/her answer to the problem or question posted on the board to earn points *and* to access and view the replies submitted by other students. Although posting simple remarks, comments, or questions related to the topic of discussion are welcome and will grant access to the discussion board, those kinds of replies will not earn points.

Final Examination:

The final examination is a required, comprehensive, proctored online exam on WA. The problems cover all the material covered in the course. This exam must be taken during its scheduled days and times at the proctored testing center, as follows:

- **Thursday, May 9 – Saturday, May 11:** The comprehensive final exam will be administered in the San Jacinto Memorial (SJAC) building at the HCC Central Campus on Holman Street in downtown Houston

If you reside outside of the Houston area, but within the United States, you must take the final exam (as well as term exam 2) at an HCC-approved institutional proctored testing center during the same days as the rest of the class. The student will **not** be able to take the final exam at any location of his/her choice, or without being proctored, or using a remote or online proctoring system, such as ProctorU. Furthermore, the student will not be allowed to take any of the proctored exams (term exam 2 and final exam), outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the two proctored exams required in this course.

Presentation of a photo ID upon arrival at the testing center is required for identification purposes. Non-graphing scientific calculators will be allowed, provided they satisfy the "Calculator Policy" guidelines below. The use of mobile phones or any other unauthorized electronic devices with communication or Internet access capabilities is strictly prohibited while taking the final exam. The student shall not bring any unauthorized electronic devices with communication or Internet access functions (such as mobile phones, smart phones, notebooks or tablets, laptop or palmtop computers, electronic translators or dictionaries, pagers, cameras, headsets, recorders, organizers, smart watches, etc.) with him/her to the testing center. Any student caught using any unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course.

More instructions regarding the final exam will be posted in our Eagle Online course page. Please stay on top of your email and check the online platform on the course on Eagle Online and WA. Please check your email and our course page on Eagle Online and WA frequently. Not doing so will not be an excuse for missing deadlines and coursework, or not having followed guidelines or instructions.

Students Outside of HCC Service Area:

Students who live or work outside the HCC service area, *but within the United States*, and cannot take exams at HCC testing locations **MUST** make arrangements at a proctored testing center in their area to take the two proctored exams (one of the term exams and the final exam). *It is a requirement that those two exams be taken at an HCC-approved testing center.* The student will **not** be able to take those two exams at any location of his/her choice, or without being proctored, or using a remote or online proctoring system, such as ProctorU. The exams must still be taken during the same days as the rest of the class. More information about the proctored exams and the required Proctor Approval Form, is available in our Eagle Online course page. Please ensure that you start making these arrangements for testing at a proctored testing center outside the Houston area, but within the United States, at least two-three weeks before the exam is to be administered. More information on this regard will be provided later in our Eagle Online course page.

The student will not be allowed to take the proctored exams, including the final exam, outside the United States. Therefore, if the student will reside outside of the United States while this course is in progress, the student will not be able to take the two proctored exams required in this course.

Make-up policy:

There will be no individual make-up exams. If an exam is missed, the score for that exam is zero (0). The prorated score based on the percentage in the proctored final exam will replace one missed term exam. If none of the term exams is missed, then it will replace the term exam with the lowest score, provided the final exam is higher. Exam dates will be posted and announced in advance on WA. Keep up with all postings and announcements in the course on Eagle Online, on WA, and in your HCC email account to make sure you do not miss any exams or assignments by their due date. Set your own personal calendars and electronic reminders in advance to remind you of those dates.

Calculator Policy:

Students can use only a one-line display, non-graphing, non-programmable scientific calculator when working on this course. No graphing, programmable, multiple-line display, or mobile (or smart) phone calculators, or any electronic device with which the Internet may be accessed will be allowed when taking the exams at the

proctored testing centers. Any student caught using any of those forbidden types of calculators, or any other unauthorized electronic equipment while taking a proctored exam will be charged with academic dishonesty and automatically fail the course.

Grading:

Your instructor will conduct exams and monitor your progress on the exams and homework assignments to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in this document. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

The grade will be computed as follows:

- Two term exams (110 points each): 220 points
- Proctored midterm exam: 140 points
- Participation in graded discussion boards: 30 points
- Proctored final exam: 210 points
- Collection of online homework assignments on WebAssign: 100 points
- Total number of points in the course: 700 points

Upon adding all exams and homework scores for a maximum of 700 points, a grade will be assigned according to the following scale:

700 – 630 → A

629 – 560 → B

559 – 490 → C

489 – 420 → D

419 – 0 → F

Final grade of FX:

Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance.

Logging into Eagle Online or WebAssign course sites without active participation is considered NOT attending. “Active participation” means that the student must actively engage in the course by completing and submitting assignments, exams and other course assessments and activities before their due date, in order to be considered as “attending” the course, not just logging in and out. Completing the course orientation is not considered “active participation”.

Be aware that HCC will not disperse financial aid funding for students who have not attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of “FX” is treated exactly the same as a grade of “F” in terms of GPA, probation, suspension, and satisfactory academic progress.

Incomplete Policy:

NO grade of Incomplete shall be granted at the end of this course. The final grade will be determined as explained above under “Grading” including those assessments that the student completes on time and successfully submits by their deadline.

HCC Policy Statement - Academic Honesty:

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the content of a test not yet administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible penalties for academic dishonesty may include a grade of 0 or F in the particular assignment, withdrawal without any refund or failure in the course, and/or recommendation for probation or dismissal from the College System. The punitive action for academic dishonesty *will be determined by the instructor, at his discretion*, and will depend on the gravity of the infraction.

HCC Attendance Policy:

*Class Attendance is required! As stated in the HCC Catalog, all students are expected to "attend" their online classes regularly. Students in online courses must log into their Eagle Online class and on WA at least 5 times per week or they will be counted as absent. Just like an on-campus class, your regular participation is required. Although it is the responsibility of the student to withdraw officially from a course, the instructor also has the authority to block a student from accessing Eagle Online, WA, and/or to drop a student for excessive absences or failure to participate regularly. Online students who do not log into their Eagle Online or WA class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the online orientation does **not** count as attendance. However, it is required. Refer to information in that course orientation regarding class attendance requirements for online courses. Again, logging into an online course without active participation and performance of required activities will be considered as not attending. Student must be engaged in the course by completing homework assignments and exams to be considered attending the course.*

HCC Course Withdrawal Policy:

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor

to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

The last day to withdraw this course is Monday, April 22.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective on the fall of 2006, HCC started charging a higher tuition rate to students registering for the third or subsequent time in the same course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor or counselor as early as possible about your study habits, reading and writing skills, homework completion, test-taking strategies, attendance, course participation, and tutoring or other assistance that might be available.

 HCC Policy Statement - Students with disabilities:

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>.

Ability Services Contact Information:

Central College	713-718-6164	
Coleman College	713-718-7376	
Northeast College	713-718-8322	
Northwest College	713-718-5422	713-718-5408
Southeast College	713-718-7144	
Southwest College	713-718-5910	
Adaptive Equipment/Assistive Technology	713-718-6629	713-718-5604
Interpreting and CART services	713-718-6333	

HCC Policy Statement - Title IX:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance

with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main Street

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Phone number: 713-718-8271

Basic Needs Security Statement:

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

Campus Carry statement:

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/>.

Instructor Requirements:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning process through class activities, discussions, and learning resources
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required
- Cover to the best of his abilities the entire content of this course

Student's Responsibilities:

To be successful in this class, the student shall:

- Meet the course prerequisites by the time the course starts
- Visit the class sites online on Eagle Online and WebAssign at least 5 times per week to perform class activities, get updates on class announcements and complete class assignments on time
- Read the important information regarding the course that is provided in various documents located on the Eagle Online and WebAssign course pages
- Read, while assuring comprehension, the sections in the textbook covered in the course
- Involve him(her)self in class discussions, ask questions and/or answer inquiries from the instructor
- Participate in the class discussion boards in a timely manner
- Complete homework assignments in WebAssign by the time they are due
- Keep up with the course progress to avoid falling behind
- Take all term exams in the scheduled days and times
- Study (includes reading the textbook, completing homework assignments, watching the class videos and slides online, seeking help from the instructor or any other recognized authority in the subject, etc.) for as long as it takes to ensure understanding of the course material and successful performance in the course
- Take the final exam during the scheduled days and times
- Perform satisfactorily in all written assessment tools

- Seek individualized help from the instructor and other appropriate sources when necessary to discuss any questions or class-related issues
- Seek assistance at an HCC tutoring lab as needed

Student Course Reinstatement Policy:

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record (OE Date) can be reinstated by making payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed **Enrollment Authorization Form** with the signature of the instructor, department chair, or dean who should verify that the student has been attending class regularly. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements.

Resources:

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: <http://www.hccs.edu/findatutor> for times and locations. For more information about tutoring at HCC, please go to <http://www.hccs.edu/tutoring>.

Additional help is also available through Student Support Services. Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at <https://hccs.upswing.io/>. Typically, an HCC tutor or faculty answers posted questions within 24 hours (usually under 6 hours). In addition, you can find several online math resources through an internet search. You may also find information on the Learning Web site accessible through your specific HCCS campus website.

EGLS3 -- Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. Visit www.hccs.edu/EGLS3 for more information.

Departmental Administration Contact Information:

College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

Developmental Math Courses

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	NE Campus	713-718-2434	Northline Building, Room 321

For issues related to your class, *first contact your instructor*.

If you need to contact departmental administration, then contact the appropriate Associate Chair.

If further administrative contact is necessary, then contact the appropriate Department Chair.

Disclaimer:

The rules, policies, stipulations, terms and guidelines in this syllabus are subject to change and may be updated, corrected, modified, altered, or adjusted by the instructor, at any time, due to unforeseen circumstances, acts of nature, changing needs of the class, implementation of new technology, systemic changes in academic schedule or calendar, or any institutional or departmental directives. The student shall be notified of any such changes in the provisions and specifications of this document at the instructor's earliest convenience. It is *the student's responsibility* to be cognizant, meet, follow and adhere to the course rules, policies, stipulations, terms and guidelines of this syllabus, and *the instructor assumes no responsibility or liability* for the student failing to do so.